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Copy 6 of 7

3 January 1956

**MEMORANDUM FOR:** Chief, Agency Mail and Courier Service/  
Office of Logistics

**SUBJECT:** Special Courier Service

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1. This is to confirm a telephone conversation the undersigned had with [redacted] on 30 December 1955, in which it was pointed out that a special courier service would be required for approximately six weeks in connection with a project under the direction of Mr. Bissell.

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2. It is therefore requested that arrangements be made for a courier, designated to sign for top secret material, to report to Room 2325, PCB [redacted] at 0830 and 2030 hours daily, beginning 0830 5 January 1956. The courier should not identify himself as a CIA courier and should ask for the Supervisor, Special Projects Branch, identifying himself as a courier and request the papers to be hand carried [redacted] Material picked up at [redacted] should be immediately hand carried to the Watch Officer on duty in the Signal Center, "J" Building.

3. It will be noted that this requirement is for seven days a week and we would appreciate arrangements being made for the continuance of the service until approximately 17 February 1956. At that time it is hoped that other arrangements will have been made for the delivery of the material.

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[redacted]  
Personnel Officer

Coordinating Officers:

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REW:bm

0 & 1 - Addressee

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1 - [redacted]

1 - [redacted]

1 - Addn 01180100

1 - chron

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